



**BLACKSTONE VALLEY
BOYS & GIRLS CLUB**
"The Positive Place for Kids"

2025 Summer Program

Parent Handbook & Policy & Procedures

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MISSION STATEMENT

As a community based, non-profit chartered member of the Boys & Girls Clubs of America our mission is very specific: create “The Positive Place for Kids” in the Central Blackstone Valley.

Our purpose: help develop positive esteem in our young people in order that they maximize their fullest potential as individuals. To this mission and our purpose we have dedicated our existence.

HISTORY

In 1804, the Blackstone Manufacturing Company (BMC) purchased 254 acres of land in the South Parish of Mendon. This land was eventually incorporated as part of the town of Blackstone. During the 1800’s, the BMC operated as a textile mill.

In the late 1950’s, Earl Tupper purchased the 254 acres of land from the BMC. Mr. Tupper used the land primarily to manufacture and store his newly invented Tupperware plastic products. Eventually, Mr. Tupper built a 12 acre park to be utilized by Tupperware employees and their families.

Tupperware Company was sold in the late 1980’s to the Blackstone Smithfield Corporation. After the transfer of ownership, the park was not used from 1988 through 1995. In response to a critical shortage in local after-school and youth services, a group of concerned Blackstone Valley residents formed the non-profit Blackstone Valley Boys & Girls Club (BVBGC) and leased the 12-acre park from the new owners in 1995.

With the help of volunteers and a very limited budget, the concerned local residents successfully ran a summer program for 400 children. In 1996 David King, Executive Director of the Champlin Foundation, visited the 12-acre park and subsequently approved a Champlin Foundation disbursement of funds to purchase the site from the Blackstone Smithfield Corporation.

We take a program and facility oriented approach. Through generous donations and grants from The Boys & Girls Clubs of America as well as many Foundations. The campus currently houses a new 12,000 square foot gymnasium, an in-ground swimming pool, amphitheater, playground, a 1811 granite Stone House recreation center (formerly used to store Mr. Tupper’s plastic products) and administrative offices all in a charming treed setting along the Blackstone River.

Today, we have 1300+ members who utilize the club for year-round activities. Our summer program, after-school programs and athletic programs all incorporate the Boys & Girls Clubs of America’s strategy of promoting learning and cultural enrichment through a variety of activities. Our programs for children have truly become “THE POSITIVE PLACE FOR KIDS.”

GOALS

The Club hopes to provide a quality experience for members such as be safe with themselves and with others; feel good about themselves; develop self-control and good coping skills; appropriately express their feelings; become more independent; balance their needs and wants with those of others; learn new problem-solving skills, including non-violent conflict resolution; and, providing children with expectations that are clear, age-appropriate and applied in a consistent manner.

GENERAL INFORMATION

This policy manual is intended to make operations run smoothly and fairly so that everyone may enjoy the Club. Please abide by these guidelines. Failure to follow these policies and procedures will be dealt with accordingly. All Staff members are CPR and First Aid certified. Program Dates are Monday through Friday, starting Monday, June 16, 2025 to August 22, 2025

- Summer Office Hours are Monday through Friday, 7:30-5:30pm
- Summer Program Operating Hours are Monday through Friday, 7:30-5:30pm.

ELIGIBILITY

Each child is required to become a member of the Blackstone Valley Boys & Girls Club. The registration fee is \$20.00 and allows members to utilize programs throughout the year. Children must be 6 years old by the start date of the program and entering 1st grade in September of 2025 and 13 years or younger by the start date of the summer program. No member will be allowed to participate in our Summer Program unless registered and paid in full.

PROGRAMS

- BASIC SUMMER PROGRAM - This program is designed for recreational use of the club. A basic member can utilize the facility Monday through Friday from 9:30 a.m. to 3:30 p.m.
- EXTENDED SUMMER PROGRAM - This program is designed for working parents. An extended member can utilize the facility Monday through Friday from 7:30 a.m. to 5:30 p.m.
- In the event you are unsure of what program you will need in the summer, we ask that you please register for the Basic Program. Members will only be allowed to switch from Basic to Extended for an additional fee of \$285. Please allow 24 hours for this switch to be made.

REGISTRATIONS

We will continue to take registrations until our program enrollment limit is reached.

- Required upon Registering - Summer Program Registration form, copy of the most recent immunizations, a copy of the birth certificate- for new registrations, full payment or deposit. Cash, and check accepted; Credit cards only accepted in person at our Club office or through the UniPay option on our website. Checks must be payable to *BVBGC* with the member's name written on the memo line. Please consult our website for updated registration guidelines and forms;

www.bvbgc.com.

FEES, DISCOUNTS & PAYMENTS

- There is a \$25.00 return check fee.
- All membership & program fees are non-refundable & non-transferable.
- All fees must be paid in full before entry into the program

The Extended Program is \$1,135 per child and the Basic Program is \$850 per child. There is an additional \$20 membership fee that is due upon submitting your registration form. The 1st child and 2nd child are full price. We offer a 50% discount off the program fee *and* the membership fee for the 3rd and 4th child.

If a family is unable to pay the full amount upon registering, a payment plan may be offered. The plan will be posted on our website, www.bvbgc.com stating fees due upon submission of paperwork and due dates for the 2nd and 3rd/final payment. Payment plans will not be offered after the final payment due date. Registrations occurring after this date are required to be paid in full. To guarantee your child's registration and deposit, payments must be made on or before the designated days as stated on the payment plan. Missing a deadline could eliminate the member from having access to a payment plan in the future.

REFUND POLICY

- No refunds will be given to expelled members.
- No refunds will be given to members switching from the Extended Program to the Basic Program.
- If a refund is requested before the start of the Summer Program and the spot can be filled:
 - a 3% fee will be deducted from the reimbursement if payment was made by credit card.
- No refunds will be given after the start of the Summer Program.
 - If a special request is made, the request must be approved by the BVBGC Board of Directors and if approved:
 - an administration fee of 10% or minimum of \$10 will be deducted from the reimbursement and,
 - an additional 3% fee will be deducted from the reimbursement if payments were made by credit card.

VISITORS

Visitors are not allowed on Club property unless their destination is to settle business at the Club office; in which all visitors will be required to register with the staff at the Welcome Center, show their ID and then issued a visitor's pass. Unauthorized visitors found on Club grounds other than the Club office, will be escorted back to their vehicle.

CLUB CLOSING

If the Club is closed due to severe weather, announcements will be made through our Constant Contact email service. Please make sure your email is always up to date with our office.

- The Club will be Closed, Friday, July 4, 2025 in observance of the July 4th Holiday.

NO ANIMALS or PETS

For the safety of our members, no animals or pets are allowed on Club grounds. When dropping off or picking up your child please refrain from bringing your pet with you onto the grounds.

TELEPHONE

Club telephones are not available for member use except in emergency situations, which is to be decided by the office staff.

ATTENDANCE

If your child cannot attend a day of our Summer Program, parents ARE NOT REQUIRED to inform the Club. The Club does not check on absentee members at the beginning of the day.

MEMBERSHIP IDENTIFICATION

Each member MUST check-in at the Welcome Center to show attendance. The member will then proceed to their group where group staff will also check them in. When a member is picked up by an authorized person, they must check-out at the Welcome Center. See "Check-out Procedures."

DRESS CODE

- Sneakers or closed toed shoes are mandatory.

Many Club activities are physically oriented. If appropriate footwear is not worn, parents will be called to pick up their child or to bring appropriate footwear. Your child will not be allowed to participate in any activities until they have changed into sneakers. No SANDALS or FLIP/FLOPS can be worn outside the pool area.

We realize that the club is open during the hot weather and that members will want to wear cool and comfortable clothing however, we ask that reasonable standards of modesty and good taste are followed and that clothing items are not excessively revealing.

SUNSCREEN PROCEDURES

Staff will strongly encourage all members to participate in applying sunscreen but it is the member's responsibility to apply. Parents, please teach your child how to apply sunscreen before the start of the program.

- While in the Group: All groups are required to have sunscreen & water breaks throughout the day. Procedures will vary depending on the group. Staff with younger age groups will physically assist with applying sunscreen, i.e.: member's face, neck, shoulders, and arms.
- While in the Pool: All members will exit the pool every hour for sunscreen & water breaks. Lifeguards will monitor these breaks and instruct members to dry off before they apply sunscreen. Guards will assist younger age groups and physically apply sunscreen to the member's face, neck, shoulders, and arms.

LOCKERS

Lockers are available to members who attend the summer program. Lockers are an additional \$30.00. There are a limited amount of lockers and they are available on a first come, first serve basis. Combination locks are provided by the Club. No outside locks are to be used on Club property. Combinations are kept at the Welcome Center throughout program. Members may share their lockers with a sibling ONLY. If you pay for your child to have a locker, please teach them not to share their locker combination with other members -this is to prevent stealing. No members will be allowed to enter the locker area unless they have paid for a locker and have been issued a locker pass by their staff.

MEMBERS WALKING OR BIKING

Some members will be permitted by their parents to arrive and depart the Club daily on their own. Please note this request requires special permission found on our registration form. Each day, members will only be allowed one entry into the Club and one exit out of the Club.

- Members entering the Club on bikes must walk their bikes into the Club's entrance for safety purposes. Bikes must be parked at bicycle racks and should be locked for safekeeping.

WHAT TO BRING DAILY

The Blackstone Valley Boys & Girls Club is not responsible for any equipment or personal belongings of members. Please clearly mark all personal property with a permanent marker for identification purposes.

REQUIRED ITEMS - Members must bring the following items to the program every day.

- A Backpack
- Refillable Water Bottle – there are multiple water filling stations located around the park
- Sneakers/Comfortable shoes where the toes are covered
- Sunscreen (30 SPF or higher)
- Swim suit and towel – if using the pool
- Lunchbox OR Money for the Concession Stand
- Fishing Poles and Tackle Boxes (if member will be participating in fishing)

RECOMMENDED ITEMS, although not required...

- A Hat
- Money for Ice Cream
- Extra snacks
- Extra change of clothes

DROP OFF PROCEDURES

It is imperative that you and your child follow the proper drop-off procedures.

- Please note that the SPEED LIMIT is 5mph on Club property. Please park your car in a marked parking space and escort your child to the Welcome Center. The Welcome Center is the location for Check-In/Out, Lockers, and Lost & Found.
- An adult must remain on site with the child until the child is cleared to stay. Please be patient and give yourself enough time to get to work. Once the child is cleared to stay in our program, they will join their group in their designated location.
- A BASIC PROGRAM member CANNOT be dropped off before 9:30AM. If your child is dropped off before this time an additional charge of \$20.00 will be billed to you and will be allowed SEVEN days to clear the late fee. If not paid in full within the 7 days, a suspension day will occur.

CHECK-OUT PROCEDURES

To pick-up a member from the program, the contact must park their car in the designated parking space and walk to the welcome center where the staff will begin the check-out procedure. Staff will not release a member to an individual unless that individual is listed on the Release Form of the Summer Program Registration packet. Once the contact name and proper identification has been met, the contact will sign out the member and the member will be notified by staff that they are leaving.

- **Contacts must show proof of identification upon dismissal to the Welcome Center staff EVERY DAY** - To ensure a smooth and fast check-out process, please have your ID/License in hand, ready to go.

- If the member is in the pool, please be aware that the wait time could be up to 15 minutes in order for the member to leave the pool, collect their belongings, change and proceed to checkout.

LATE PICK-UP

All BASIC members must be picked up from the Club by 3:30pm and all EXTENDED members must be picked up from the Club by 5:30pm. A late fee of \$20.00 will be charged for any pick-up after the program end time. This fee will be invoiced and strictly enforced due to staff inconvenience. Invoices must be paid within 7 days. After the 7 days your child will be suspended until the balance is paid in full.

- Please note: that the Club reserves the right to charge the late fee even if the member is picked up 1 minute past the program closure time.

If the member is not picked up by program closing time and the Club is unable to reach the member's parent/guardian or emergency contacts, the Club will call the Blackstone Police Department to take custody of the member.

IN THE CASE OF AN EMERGENCY

We ask that any changes to the Release Form be done prior to that day. We are aware that unexpected circumstances can happen. If an emergency arises and the parent/guardian needs an individual who is not on the Release Form to pick up the member, the parent/guardian must:

- FIRST notify the office of the emergency via telephone-508-883-6363. You will then be informed to email the Club from the email you provided on the registration form, providing a written request allowing the member to be released to a new contact.
- **Club email:** blackstonevalleybgc@hotmail.com. Please note these email requests are only valid for that one day.
- Verbal requests over the phone are not accepted. This is to ensure your child's safety. If the parent/guardian sends an individual who is not on the release form to pick up the member, Club staff will not release the member.

SPECIAL LIMITATIONS, SERIOUS HEALTH PROBLEMS AND RESTRICTIONS

It is the parent/guardian's responsibility to inform the Club on the registration form of a members' medical condition. The supervisor may request a meeting with the parent to discuss if the summer program is a suitable place for the member and if accommodations can be made for the member and their condition. If decided that the Club can accommodate this member, staff will be informed so the member can be provided with the necessary care. Our mission is to ensure that the member has a safe and positive experience at the Club.

MEDICATION POLICY

All medications must be administered at home unless specified by a physician. Medications that need to be dispensed during Club hours must be given directly to the supervisor on the member's first day, along with the Club's Medication Administration form that can be found on our Club website or in our Club office. All medications must be in a labeled original pharmacy container with the member's name, prescription name and directions for its administration and storage.

- If members need *prescription medications* administered during program hours, the Medication Administration form must be completed and signed by the physician prescribing the medication and signed by the parent/guardian. If members need *non-prescription/OTC drugs* administered during

program hours, parents must fill out the Medication Administration form and only the parent is required to sign; physician signatures are not required for non-prescription/OTC drugs.

- When prescription or non-prescription medications are administered, staff will maintain a written record of the administration on the Medication Administration form which includes the time and date of each administration, the dosage, the name of the staff member administering the medication and the name of the child. On the child's last day, all unused medication shall be returned to the parent/guardian. Verification is required before medication will be returned. Please bring identification.

TREATMENT for ILLNESS

- It is extremely important that any changes in phone numbers or emergency contacts are updated and reported immediately to the office.

Staff will actively monitor members throughout the day for symptoms of any kind, including fever, cough, shortness of breath, diarrhea, nausea and vomiting. If a member exhibits signs of illness, they will be separated from the group and brought to the First Aid station. The attendant shall ask the member questions about their condition and take their temperature. If the member's temperature is higher than 100 degrees or if it is determined that the member should go home, parents will be contacted. If a parent/guardian cannot be contacted, the authorized emergency contacts will be called as listed on the member's registration form. A message will be left on each phone call tried. We expect the member to be picked up in a timely manner. A member will be able to return to the program if they are fever free without the use of fever reducing medication for 24 hours. If the family should consult their healthcare provider to determine if any testing or other medical care is needed, a doctor's note will be required to clear the member before returning to the program. The member will remain separated from the group until they are dismissed.

INJURIES

If a member becomes injured while at the Club, all staff are CPR and First Aid certified and provide the necessary treatment. Treatment can include: cleaning a wound, applying ice or a bandage, Triple Antibiotic Ointment, Calamine Lotion, Eye Wash and/or Burn Spray. If the member is seriously injured and requires immediate professional medical treatment (head injury, bone break/fracture, sprain, a wound with excessive bleeding), the Club will contact 911 and the Blackstone E.M.T.'s will transport the member to the hospital. A Club employee will escort the member in the ambulance with the member's file. The Club will communicate with the parent and the parent must meet the ambulance and staff at the medical center. Following any treatment, the staff who witnessed the incident will complete an injury report which will be shown to the parent/guardian upon dismissal. A copy can be given upon request. A doctor's note will be required to clear the member before returning to the program.

CONCESSION STAND & ICE CREAM CART

The Concession Stand is only to be used by members for eating during their group's lunch. Shoes and clothes must be worn at all times. Group lunch times will be scheduled between the hours of 10:30am to 1:30pm. The Ice Cream Cart will open once, after each group has finished their lunch. A concession menu and ice cream cart menu with prices will be posted on our website as well as posted in the concession area. Staff are not responsible for monitoring how much your child spends on a daily basis so please discuss the daily limits with your child and what to buy that day.

LUNCH

Members must eat lunch with their age group during their scheduled lunch time. Members are called out of the pool according to their group, prior to their scheduled lunch time. Members can either bring their lunch or purchase their lunch from our Concession Stand. At a group's lunch time, concession cards and money pouches will be distributed to the member.

- **CHARGE LUNCH SLIP** - If the member forgets their lunch or lunch money, the Club will issue a Charge Lunch Slip. This slip will ensure that the member will receive a lunch for that day. The parent/guardian will receive a bill at check-out; this bill must be paid by the next day of the member's attendance.

THE BANK PROGRAM

The Club does not recommend that members carry money with them during the day. The Club asks that the members take advantage of the Bank Program to ensure no one is carrying money. Members that utilize the Bank Program will be assigned a money pouch. Members can deposit their money in their groups bank at the start of the day and will have access to the pouch to buy food and ice cream.

- At the end of the program, parents have 30 days to claim any money left in the money pouch. Once the 30 day period ends, the money will be considered a donation and will be deposited into our Club's scholarship program.

CONCESSION CARD PROGRAM

Purchasing a concession card is an alternative to having money. Those children that have a concession card will be assigned a money pouch. Each card will print the member's name and photo so cards can only be used by that member. This program is most suitable for a younger member but all ages can use this program.

Cards can be purchased for \$10 and can be purchased in person at our Club office by paying cash or check. Concession cards need to be ordered by 10am in order to be used that day.

- Concession cards can be purchased the first week of the program however, they will not be available to use until the 2nd week of the program.
- Concession cards are voided at the end of the program and there are no reimbursements on concession cards.

CLUB ZONES

- ZONE #1 - upper basketball court, soccer complex, digging area, badminton/pickle ball court,
- ZONE #2 - Gymnasium, Playground, Complex, Wall Ball, and Gazebo
- ZONE #3 - Stone House, lower basketball court, baseball field, volleyball and soccer field
- The POOL – outdoors/in-ground

GROUPS & DAILY SCHEDULE

Our staff to member ratio on land is 1:15.

Age Groups are based on the grade the member is entering for the 2025-2026 school year. Staff are assigned to each group. Each age group will occupy a "Zone" and throughout the day the groups will rotate around the facility and visit each Zone as well as have the opportunity to use the pool. Throughout the day, members will have opportunities to participate in a variety of activities at no extra cost. Members will be instructed to clean up after themselves before leaving their area. Everyone will take part in picking up their trash prior to transitioning.

1.8.2025

- Red Group - consists of members going into grades 1 and 2 as well New 3rd grade members.
- Green Group - consists of members going into grades 4 and 5 as well as Returning 3rd grade members.
- Blue Group - consists of members going into grades 6, 7, & 8

TORCH CLUBS

Based on recommendations made from our members, we have created the Torch Club program giving our older members a greater sense of responsibility and freedom as they work on committee's that will improve their community both inside and outside the Club. Examples are: Photography Crew and Ice Cream Cart Crew.

LOST & FOUND

Lost & Found will be displayed daily. If the member's name is on the item, we will return to you at check-out. Please take the time to mark all belongings that come to the Club. If your child is missing an item and you do not see it at Lost & Found, please inquire with management.

BATHROOMS AND CHANGING ROOMS

Bathrooms and changing rooms are to be used for their intended purpose and not an area to hang-out. There is no running or horse play as these areas could be wet; we don't want anyone to get hurt. Please speak with your child about the importance of privacy and to use modesty while in these areas. A note for parents of younger members - it is a good idea for the member to practice changing into and out of their bathing suit on their own as well as practicing how to pack belongings into their bag and checking to make sure nothing is left behind. Please make sure all belongings are labeled with the member's name.

FISHING:

Fishing will start the 3rd week of the program. There is a fishing area on Club property that members can utilize on certain days of the week. To participate in fishing, members must bring their own fishing pole and tackle box. All equipment must be labeled with a permanent marker. Please check the member's tackle box before entering the Club to ensure there are no knives or scissors. These will be considered weapons and the member discipline rules will apply if a member is found in possession of any of these objects. There is no swimming in the fishing area - this will result in an immediate discipline and loss of fishing privileges.

POOL

Our lifeguard to member ratio in the pool is 1:25. Our outdoor, in-ground swimming pool is open Monday through Friday, weather permitting. All swimmers must bring a bathing suit and towel to the Club and change into their bathing suit using our changing rooms. No member shall wear their bathing suit to the Club. The members will be required to be in a bathing suit and must take a cleansing shower before swimming. There is little shade in the pool area so we recommend that your child wear a swim shirt and hat while in the pool.

Basic members will be required to leave the pool starting at 2:30 to be ready for the program end time of 3:30pm. This is for your convenience and will help eliminate wait time at checkout. Extended members are allowed to stay in the pool until the pool closes.

All members must obey the pool rules (see below) which are strictly enforced by the lifeguards. Swimming privileges will be revoked by the lifeguards at their discretion. Failure to comply with the below rules could result in temporary or permanent suspension of pool use and or disciplinary action from the program director. Our lifeguards have the final say with regards to pool rules.

Pool Rules - The Club has the authority to modify and edit these rules accordingly.

- No Running,
- Hanging on ropes, railings or each other,
- Sitting or standing on the Geyserrino splash pad feature,
- Jumping or Diving off the sides,
- Swimmers cannot congregate around the ladders.
- Members are not allowed on ANY part of the guard chair.
- **HANDS TO YOURSELF!!** (even siblings)
- No Hitting or Kicking,
- No Spitting water,
- No Rough play (chicken fights, piggy back rides),
- No Throwing or Pushing people in,
- No Dunking or Splashing
- The following are not allowed in the pool area:
 - Pool toys, Floats or Tubes,
 - Diving masks or Goggles,
 - Ball playing (unless directed towards a specific scheduled daily activity supervised by a designated staff)
 - Gum,
 - Band aids,
- **Beach Rules**
 - All members are required to keep their belongings inside their backpack on the beach
 - If a member is not in the pool, then they must be seated on their towel on the beach.
 - No Running
 - Hands to yourself (even siblings)
 - Do not sit on retaining wall
 - Do not swing on the shade unit posts
 - Assist in picking up trash
- Closing of the Pool - The closing of the pool can be for several reasons, which include inclement weather such as lightening, a missing member, chemical imbalance, etc. If the pool is closed it must be done in an organized timely fashion which the lifeguards will explain to swimmers.

ANTI-BULLYING POLICY

The Blackstone Valley Boys and Girls Club defines “Bullying” as the repeated pattern directed at another person by one or more members that results in that person being intimidated or harassed or results in the physical or emotional injury of the person. Bullying could be one of the following but is not limited to:

- Pushing, hitting, kicking or throwing things at someone.
- Stealing or damaging another person’ property.
- Name-calling or teasing, spreading rumors about someone.
- Intentionally excluding someone from a group.

As a club member (and parent/guardian of a club member) I understand the definition of bullying and the behaviors that are considered bullying mentioned above and pledge to uphold the following expectations:

- Abide by the Blackstone Valley Boys and Girls Club policy of NO BULLYING by refraining from the behaviors that are outlined under the Definition of Bullying above.
- Treat everyone with kindness and respect.
- Resolve disagreement with others peacefully and ask an adult staff if I need help.
- Report incidents of bullying to a trusted staff member.
- Encourage others to treat all club members with respect and courtesy.
- Practice kind behavior and ask for help when I don’t know how to handle a situation.
- Help make the club a positive place where everyone feels safe, heard, and respected.

The Club strives to establish prevention of bullying by teaching expected social behaviors that members should engage in and display to their fellow peers. The Club encourages members to report any acts of bullying to a supervisor or group staff who are trained to accurately investigate and assess the situation to determine exactly what occurred: real bullying, peer teasing or regular conflict. The Club is willing to discuss all matters of suspected bullying with family members. If the investigation proves that bullying did in fact occur, Club staff will submit a report to inform the involved parties and appropriate corrective action will be taken.

BEHAVIOR

All kids feel safer when the limits are very clear, so we begin each summer explaining what it means to be part of the BVBGC and the expectations. Group staff explain that we are a community and need to respect our fellow members. We do not need to be best friends with every member but we do need to be respectful of each individual. These rules and expectations are reviewed on a daily basis during each group’s daily meeting. The staff focus their attention on group dynamics and making sure that members are having fun, making friends and getting along. When members act inappropriately, including but not limited to poor language, bad sportsmanship, social exclusion or teasing, the staff will remind the member that these actions are not respectful towards fellow members and that is not how we do things at the Club.

Staff try to prevent inappropriate behavior before it occurs. Unfortunately, there are times when the staff will address the behavior and the behavior does not change. When this happens, a member will be given a time out for disruptive behavior and possibly asked to leave the game/activity if there are repeated disruptions. This consequence is intended for the member to think about their actions. The minutes of the time out will be equal to the member’s age. If the behavior continues, the member could loose their free time for that day and an incident report will be written. The group leader will meet with management to discuss any problems or

challenges and strategize ways to correct the behavior. The parent will also be contacted to have a conversation about how to encourage a change in behavior. Ultimately, the member cannot be mean and/or negatively impact the experience of our other members. If deemed necessary by management, parents will be notified about the member's day and will inform the parent that the member must be removed from the group and dismissed early from the program.

CODE OF BEHAVIOR:

BLACKSTONE VALLEY BOYS & GIRLS CLUB rules are designed for member protection and will be strictly enforced. Please remember all of these rules are in place for your child's protection.

MEMBER DISCIPLINE

The following rules, if broken, will result in automatic expulsion from the Club and immediate notification to the **police department**:

- ANYTHING DRUG, ALCOHOL OR TOBACCO RELATED
- ANY TYPE OF WEAPON or EXPLOSIVES
- ANY SEXUAL MISCONDUCT

The following rules may lead to expulsion even if it is the first offense:

- LEAVING THE CLUB WITHOUT FOLLOWING PROPER SIGN OUT PROCEDURES (applies to parent & child)
- FIGHTING
- STEALING
- VANDALISM
- BEING ON THE TRAIN TRACKS, BY THE RIVER, OR ANYWHERE OFF OF CLUB PROPERTY

OTHER RULES:

- No littering
- No swearing
- Members are expected to respect the rights, safety and welfare of all other members and staff
- Fair play in all activities
- Follow directions given by staff
- Follow all pool rules
- Members must be in an appropriate age supervised zone at all time

PROHIBITED ITEMS

The following items are prohibited at the program. If the below items are found within a member's possession, a suspension could be given even on the 1st offense. The Club will confiscate these items and hold them in the office where only a parent can retrieve them upon dismissal.

- Anything drug, alcohol or tobacco related,
- Any type of Weapon, Explosives, Matches, Lighters,
- Animals or Pets,
- Trading cards of any kind,
- Anything Electronic - iPods, iPads, interactive watches, Cell Phones, two way radios, video games, etc
 - Please see our Technology Policy.

A member will be given a time out for disruptive behavior with the intention for him/her to “cool off” and think about their actions. The minutes of the time out will be equal to the member’s age. If the behavior continues, the member will then lose their free time for that day and an accident report will be written up.

ACTIONS:

1. First Offense – written warning/notify parents
2. Second Offense – one day suspension
3. Third Offense – one week suspension
4. Fourth Offense – automatic expulsion

FIGHTING WILL LEAD TO AN AUTOMATIC SUSPENSION. THE NUMBER OF DAYS IS TO BE DETERMINED BY THE PROGRAM DIRECTOR, EVEN IF IT IS THE MEMBER’S FIRST OFFENSE.

Remember, there will be no refunds if an expulsion occurs.

TECHNOLOGY POLICY

The Blackstone Valley Boys and Girls Club does not allow members to have personally owned devices and electronics on them while on Club property.

- Personally owned devices shall include any and all member-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

The Blackstone Valley Boys and Girls Club does not allow members to have access to club owned technology devices however, in the event this changes, the Club will follow the procedures stated in this policy.

Before a member will be allowed to use Club technology equipment, both the member and his/her parent/guardian will need to read and sign this Technology Acceptable Use policy and return it to the Club.

Under the Technology Acceptable Use policy, the following relevant principles shall apply:

Club devices shall include any and all Club-owned existing and/or emerging technologies and devices that can take photographs, play, and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.

Club purposes shall include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to inquire with employees when they are unsure of the permissibility of a particular use of technology prior to engaging in its use.

Authorized use: Club devices are permitted for use during approved Club times for Club purposes and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms, and other areas where there is an expectation of privacy.

Appropriate use: Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. Any inappropriate or unauthorized use of a Club or personally owned device, as determined by Club employees, can lead to disciplinary action including but not limited to confiscation of the device, immediate suspension from the Club, termination of membership or

other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies, including, if applicable, referral to local law enforcement.

Members must be aware of the appropriateness of communications when using Club devices. Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.
- If a member is told to stop sending communications, that member must cease the activity immediately.

Monitoring and inspection: Blackstone Valley Boys and Girls Club reserves the right to monitor, inspect, copy, and review files stored on Club-owned devices or networks. In addition, Blackstone Valley Boys & Girls Club reserves the right to monitor, inspect, copy, and review any personally owned device brought to the Club in violation of Club policy with the parent/guardian present. Parents/guardians will be notified before such an inspection takes place and will be present during the inspection. If it is found that there is incriminating material on a device, the member will be suspended from the program for a time determined by management and local law enforcement will be contacted. If the member's parents/guardians refuse to allow such inspections, the member will be automatically suspended from the program and may lead to expulsion if advised by the Club's Board of Directors.

Loss and damage: If members choose to ignore the Club's prohibition of electronics and brings a personally owned device on Club property, employees are not responsible for the security and condition of the member's personal device and the Club is not liable for the loss, damage, misuse, or theft of any personally owned device.

Cyberbullying: Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is defined as bullying that takes place using emerging technologies and devices. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club members, Club employees or community is subject to disciplinary action.

- Examples of cyberbullying include, but are not limited to:
 - Harassing, threatening or hurtful text messages, emails, or comments on social media.
 - Rumors sent by email or posted on social networking sites.
 - Embarrassing pictures, videos, websites, or fake profiles.

Members may not attempt to gain unauthorized access to the Club's network, or to any other computer system through the Club's network. This includes attempting to log in through another person's account or accessing another person's files. Members may not use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase or sale of alcohol, tobacco, or other drugs; engaging in criminal activity; or threatening the safety of another person. Members may not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

Internet access: The network at the Blackstone Valley Boys and Girls Club is password protected. If accessed without club permission, corrective action will be taken.-Club reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks, or other services. Members must follow Club procedures to access the Club's internet service.

Parental notification and responsibility: While the Blackstone Valley Boys and Girls Club Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of members and/or their families. Because of this, it is not considered practical for Blackstone Valley Boys and Girls Club to monitor and enforce a wide range of social values in member use of the internet. If parents/guardians do not want members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct members not to access such materials.

Digital citizenship: Club members shall conduct themselves online in a manner that is aligned with the Blackstone Valley Boys and Girls Club Code of Conduct. The same rules and guidelines members are expected to follow offline (i.e., in the real world) shall also be followed when online. Should a member behave online in a manner that violates the Blackstone Valley Boys and Girls Club Code of Conduct, that member shall face the same discipline policy and actions they would if their behavior had happened within the physical Club environment.

Club-owned-and-operated technology: Members are expected to follow the same rules and guidelines when using Club-owned technology. Club technology and systems are the property of the Club, are intended to be used for Club purposes and are to be used during approved times with appropriate supervision. Club members shall never access or use Club technology or systems without prior approval.

Digital citizenship and technology safety training: All members who wish to use a Blackstone Valley Boys & Girls Clubs device or equipment will be required to successfully complete a BGCA-provided digital citizenship and technology safety training. This training is required for all members annually.

Important Hotline Numbers

- National Child Abuse Hotline 800-422-4453
- Child Safety Helpline 866-607-7233
- Ethics Point Hotline 866-295-3701
- Crisis Text Line Text CLUB to 741741
- Report to Child Protective Services 508-929-1000